

Wisconsin Voluntary Emission Reduction Registry

Registrant Information Form Instructions

If you are registering multiple emission reduction projects, you need to complete only one Registrant Information form for all of the projects, but you must fill out one Project Information form for each project. In other words, you will submit one Registrant Information form and multiple Project Information forms. You just need to ensure that the registrant name on all of the Project Information forms is identical to the registrant name on the Registrant Information form.

Registration Status

Check the New box if this is the first time you've submitted this form.

Check the Revised box if you are correcting the information submitted previously on this form. If there are changes to information submitted previously, please attach an explanation of altered fields.

Registrant Identification

Enter the requested information.

Registrant name is the name of the individual, company, government agency, non-profit organization, or other entity which is applying to register the voluntary emission reduction(s). Make sure that the registrant name on this form matches the registrant name on the project information form (PIF). Please indicate the entity type by checking the appropriate box at the end of this section.

Registrant Parent Corporation (if applicable)

If a parent company owns the registering company, please provide the name and address of the parent company here.

Registrant Contacts

Each registering entity must provide information for two contacts. Sometimes both contacts will be the same person.

Responsible Official

Responsible official is defined in NR 400.02(136) as follows:

"Responsible official" means one of the following:

(a) For a corporation, one of the following:

1. A president, secretary, treasurer or vice-president of the corporation in charge of a

principal business function.

2. Any other person who performs similar policy or decision-making functions for the corporation.

3. A duly authorized representative of a person listed in subd. 1. or 2. if the representative is responsible for the overall operation of one or more manufacturing, production or operating facilities applying for or subject to a permit and the representative is approved in advance by the department.

(b) For a partnership or sole proprietorship: a general partner or the proprietor, respectively.

(c) For a municipality, or a state, federal or other public agency: either a principal executive officer or ranking elected official. For the purposes of this paragraph, a principal executive officer of a federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency, for example, a regional administrator of EPA.

(d) Notwithstanding paragraphs (a), (b) and (c), for affected sources, the designated representative."

Emission Reduction Registry Contact

This should be the person who actually calculates the emission reduction and knows all the details about how the reduction was achieved and how it was documented. However, if you are reporting multiple emission reduction projects, this may be the person who oversees and coordinates the registry submittals.